



First Aid Policy and Procedure

Aim:

The First Aid policy and procedure at Nant-y-Cwm School is to ensure that every pupil, member of staff and visitor is attended to in the event of an accident.

First Aid is defined as “the immediate care and assistance given to a person who is injured or is suddenly taken ill”.

The purpose of the policy is to:

- To ensure that all staff are aware of the first aid procedures maintaining the health and safety of everyone.

First Aiders:

All staff are trained in Emergency First Aid to assist a casualty in the first instance.

2 members of staff in main school – Tom Blackwell and Victoria Robinson have a valid 3 day First Aid at Work Certificate

2 members of staff in Kindergarten – are fully trained in Paediatric First Aid

Procedure

Minor Cases

A Minor injury is one that the person does not require medical assistance.

When a pupil becomes mildly unwell or suffers a minor accident (eg small cuts or bruises) appropriate first aid will be given. Minor accidents, which occur while the pupils are with the class teacher, are to be treated by the class teacher, or the child may be sent to the school office for first aid providing a qualified first aider is in the office. All accidents, which occur in the playground and may require first aid, are to be reported to the teacher on duty who will attend to the injured child or call the designated first aider for assistance. The class teacher or office staff will notify parents if necessary and in all cases when the child has had a blow to the head. An accident form will be filled in by the person attending to the child. Parents will be given a copy of the accident form or a verbal report on the same day, indicating the nature of the minor injury and first aid administered.

First Aid kits

Are located in the Kindergarten, main school office, the woodwork room and the school cleaning cupboard. Portable Travel Kits for trips, playground duties and sporting events are kept in Kindergarten and the school office.

Serious Cases

Never leave a casualty alone. The first aider must be called for and they will assess the casualty and ask for someone to call the emergency services if required. The emergency services are to be called straight away if the casualty has lost consciousness, is struggling to breath or has a severe allergic reaction. The first aider will stay with the casualty until the emergency services arrive and note their condition and administer first aid as appropriate.

Parents will be notified immediately. If the school is unable to contact either the parents or guardian (listed on the pupil contact form) the closest and most appropriate medical help will be sought and the casualty will be supervised and chaperoned by a member of staff.

Recording

Serious accidents and injuries must be recorded in the Accident/Incident Book situated in the school office (in main school) or in Kindergarten. The teacher who attended the accident must fill out the Accident/Incident Book, which must be signed by the parent. Any accident that requires hospital treatment must be reported to the Health and safety Executive via the RIDDOR form.

Consent

All pupils must have a First Aid consent form filled in and signed upon admission.

Responsibilities

FIRST AIDERS will:

- Ensure that their qualifications and insurance (provided by the school) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes

wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury be seen by professionals at the hospital, by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. If a parent cannot be contacted the pupil must be accompanied in a taxi and taken to hospital.
- Ensure that a child who is sent to hospital by ambulance is either:
 - (a) Accompanied in the ambulance at the request of paramedics.
 - (b) Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - (c) Met at hospital by a relative
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the duplicate Accident/Incident Book.
- Ensure everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE TRUSTEES/SMT :

- Ensure adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981
- Monitor and respond to all matters relating to the Health & Safety of all persons on school premises.

- Ensure all new staff are made aware of First Aid Procedures in school

ADMINISTRATOR will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event of an injury, the first aider is called to check the casualty (unless they are a first aider themselves).
- Be aware of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness and inform the teaching staff.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that this information is readily available for staff responsible for school trips/outings.
- Have an up to date file with Health Care Plans for children who have a chronic illness, and notify the Teaching Team of all children who have a HCP in place.
- Keep records of First Aid certificate holders and expiry dates and book training as required.

TEACHERS will:

- Familiarize themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of HCP of individual pupils when publicised by the Administrator at the start of each academic year.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until a qualified First Aider has assessed them unless the casualty is in immediate danger.
- Send for help to the School Office as soon as possible either by a person or via telephone ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless in possession of a valid Emergency First Aid Certificate; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Send a pupil who has minor injuries to the School Office for first aid treatment, (providing there is a first aider is present).
- Send a pupil who feels generally "unwell" to their Class Teacher and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip, which indicates any specific conditions, or medications of which they should be aware.
- Have regard to personal safety.
- Report accident details to parents of children in their class

OFFICE STAFF will:

- Call for a qualified First Aider to treat any injured pupil (unless they are one themselves).
- Check the pupils first aid consent form for any special instructions or health conditions. If the child has a HCP alert the First Aider to the document
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send pupils who simply do not feel well to their respective Class Teacher.

Author: H&S Co-ordinator
Review Date April 2020